



Position Description

Position:	Head of Learning Area - Learning Support, Te Whare Tauwhiro
Responsible To:	Senior Leadership Team
Engagement Type:	Permanent
Purpose:	To lead the learning area ensuring positive outcomes for all students in accordance with the school's strategic plan and annual priorities.

KEY RESPONSIBILITIES/JOB DUTIES

- Support, model and promote the school's strategic vision, including vision, values, and Ākonga profile.
- To support and enhance student engagement, learning, progress and achievement and the achievement of school-wide goals, with a particular focus on students with learning differences.
- To refine, implement, advocate and promote the systems and processes required for teachers, teacher aides and youth workers, to effectively support the learning of all students, particularly those with learning differences, and use classroom strategies to support students to engage, learn, progress and achieve.
- To ensure all students requiring support and intervention are identified, tested and supported to access the curriculum including ensuring transition processes are implemented.
- To oversee the following areas and the associated staff: The Loft (off-site education), alternative education, LEAP, RISE, SAC's, SENCO, Special Education (ORS), youth workers and teacher aides including management and timetabling of their workloads.
- Ensure IEP's are developed and implemented for all relevant students.
- To oversee Alternative Education students including enrolment, developing collaborative action plans (CAPs), liaison both within WHS and external agencies, and reporting to MoE on attendance.
- Meet with key external stakeholders as necessary.
- Work with the deans, SLT, and careers to support students with learning and behavioural differences, including transitions to and from school.
- Promote the inclusion of all students in the school.
- Oversee the professional growth cycle, professional development, and appraisal of all Learning Support staff.
- Set and manage the budget for Learning Support, Te Whare Tauwhiro.
- Other duties as reasonably required by the Board or members of the school's Senior Leadership Team.

Note: As this is not a stand alone position, the Practising Teacher position description and responsibilities also apply.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.



Position Description

Position:	Practising Teacher
Responsible To:	Head of Learning Area/Senior Leadership Team
Purpose:	Fulfill the 2026 Standards of the Teaching Profession and WHS' Teaching and Learning Model

KEY RESPONSIBILITIES

Demonstrate the values required for effective teaching:

- **Whakamana:** empowering all learners to reach their highest potential by providing high-quality teaching and leadership.
- **Manaakitanga:** creating a welcoming, caring and creative learning environment that treats everyone with respect and dignity.
- **Pono:** showing integrity by acting in ways that are fair, honest, ethical and just.
- **Whanaungatanga:** engaging in positive and collaborative relationships with our learners, their families and whānau, our colleagues and the wider community.

Adhere to the Code of Professional Responsibility:

- Commitment to the teaching profession - Ko Te Ngākaunui Ki Te Umanga Whakaakoranga
- Commitment to Learners - Ko Te Ngākaunui Ki Ngā Ākonga
- Commitment To Families And Whānau - Ko Te Ngākaunui Ki Ngā Whānau
- Commitment To Society - Ko Te Ngākaunui Ki Te Hapori Whānui

Continuously strive to meet the [2026 Standards of the Teaching Profession](#), including focus areas within each of these domains:

- **Standard 1: Te Tiriti o Waitangi partnership**
 - Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand
- **Standard 2: Know the content and how to teach it**
 - Understand how to design learning based on content, curriculum, and pedagogical knowledge.
- **Standard 3: Know the learner and the learning process**
 - Understand the learning process and the diversity of learners' strengths, needs, languages, cultures, identities, and interests.
- **Standard 4: Plan for and implement effective teaching and learning**
 - Plan for learning, teach, and respond to learners during teaching to progress their learning at an appropriate depth and pace.
- **Standard 5: Create and maintain supportive and safe learning environments**
 - Develop a culture where learners feel safe, have their needs met, and are focussed on learning, with appropriate use of equipment and technologies.
- **Standard 6: Assess, provide feedback, and report on learning**
 - Use regular and consistent assessment to inform teaching and share information on learner progress.
- **Standard 7: Engage in professional learning**
 - Improve professional capability through evidence-based reflection, professional learning, and engagement with colleagues.
- **Standard 8: Engage in productive professional relationships**



- Work constructively with colleagues, parents/caregivers, and the community to support the learning and wellbeing of each learner.

Continuously strive to meet the [WHS High Quality Teaching and Learning Model](#):

- **Kaitiakitanga:** High quality teaching for equity and excellence:
 - Know the student
 - Know what to teach
 - Know how to teach it
 - Know it has been learnt
- **Wānanga:** Growing great learners who love to learn and learn to learn
 - Curiosity
 - Engagement
 - Confidence
 - Resilience
 - Connection (self)
 - Self-Management
 - Collaboration
 - Critical & Creative Thinking
 - Metacognition
 - Connection (world)
- **Whakawhanaungatanga:** Creating a class climate and culture conducive to learning
 - Care and Connectedness
 - Challenge
 - Consistency

Comply with the [policies and procedures](#) of the Wakatipu High School Board of Trustees.

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